

## **Grants and Scholarships Commission Meeting Policy**

The Grants and Scholarships Commission will ordinarily meet by telephone conference call quarterly in the month following each financial/calendar quarter; that is in April, July, October, and January.

When the commission receives scholarship applications that are time-sensitive between meetings, it may consider and act on those by email.

Because funds accrue quarterly, the Commission will ordinarily aim to award no more than  $\frac{1}{4}$  of funds from the synod annual budget at the first meeting of the year, with any unawarded funds rolling over to subsequent quarters, though it will also necessarily consider extraordinary situations and the pace of applications received.

Rationale:

We are committed to making the very best use we can, with God's help, of the resources available to the Synod of the Sun, both of money and time. We have been concerned specifically with the need to "pace ourselves" with the awarding of available funds for Mission Grants and Network Grants which come from the annual Synod budget. We want to make sure that projects considered early in the year, when the available totals look high both to applicants and even to ourselves, do not have an unfair advantage over those that come in later in the year. We think slowing down the schedule of our meetings and disciplining ourselves to consider the synod mission and network grants in quarterly installments will help us ensure fairness. Funds from synod endowments already accrue on a quarterly basis. To give plenty of advance notice of this change, we expect to begin the new policy in 2014.

We realize that there is a need for follow-up on applications either because information is missing or because further background data would be helpful. Those who are willing have volunteered to take turns, two per quarter, making follow-up telephone calls or emails to complete applications and gather needed background information. Quarterly meetings will allow us more flexibility to complete these tasks.

Finally, we are also concerned to be good stewards of staff and volunteer time. We think we can work more efficiently and thoughtfully, keeping the big picture in view, in longer quarterly meetings than in monthly meetings.

# Network Team Policies & Procedures

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## I. Composition of the Networks Team

A. The Networks Team will be composed of seven people appointed by the Moderator of the Connecting Committee. Three should be commissioners to the Synod of the Sun; others may be co-opted members. Every effort will be made to include representatives of racial-ethnic minorities within the synod. One member shall be a representative of an existing or previous network. The Synod Co-leader for Mission and Partnership is an ex officio member of the Networks Team with voice but not vote.

B. The members of the team shall elect their own moderator.

C. The appointment of the members will take place annually at the spring meeting of the synod. While there is no mandatory term limit, the Connecting Moderator will appoint members based on their abilities and willingness to serve.

## II. Steps in the Approval Process for New Networks

A. The document by which a potential network applies to be come an official Synod Network is the Network Planning Guide. It serves as the application.

B. When a potential network submits a completed Planning Guide, the Co-leader for Administration will forward it by email to the Networks Team and set up a conference call to discuss it.

C. At the conference call meeting the Team will set up a plan for building a relationship with the proposed network. Two members of the team will be assigned to make personal contact with the proposed network leaders. In supporting the development of a network the Team may

1. Gather more information
2. Support the proposed network in identifying and taking its next steps
3. Identify and recommend other resources
4. Help refine the final covenant to define the relationship of the Network and the Synod.

D. When all members of the Team are satisfied that they are prepared, the Team will vote on its recommendation and forward it to the Connecting Committee for information and placement on the agenda for the next regular meeting of the synod.

E. The synod votes whether to enter into the covenant and endorse the plan as a Synod Network.

## III. Finances

While the Networks Team may offer funding recommendations to the Synod for proposed or continuing Synod Networks, the Synod is ultimately responsible for all allocation of funds to endorsed Networks. These funds may be used for three functions:

A. Exploration. Some portion of the annual budget will be available for potential networks to use, as approved by the Team, for exploring their mission. An example would be to cover expenses for a needed face-to-face meeting of possible participants.

B. Formation. Some disbursement of funds may be recommended for approval by the Synod at the time the Team recommends establishment of a new Synod Network as part of the synod's participation in the Network.

Synod of the Sun Assembly approved: \_\_\_\_\_

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C. The Network Team may recommend, and the synod may approve, a commitment to fund an endorsed Network into a second year. This would be contingent upon submission of the Follow-up section of the Planning Guide and would ordinarily be funded through the Network Nurture line item.

Synod of the Sun Assembly approved: \_\_\_\_\_